

# Legislative Infrastructure Manager

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The Comptroller of the Treasury is currently hiring for a Full-Time, Executive Service Legislative Infrastructure Manager, \$5,700 - \$9,118 per month. This position is with the Office of Management Services, Information Technology section and is responsible for leading and managing a team of technicians who develop and support the technical infrastructure of the agency.

## **MINIMUM QUALIFICATIONS:**

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in Information Systems, Computer Science or related curriculum and a minimum of five years full-time related systems work. Three (3) of the five (5) years of experience must include managerial or supervisory responsibilities. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

## **MAJOR RESPONSIBILITIES:**

1. Provide exceptional leadership and management to a team of 6 technicians responsible for network, storage, major applications, internet, email, security, inventory, disaster recovery, backups and desktop support.
2. Use a strong working knowledge of Microsoft products including but not limited to Active Directory, Exchange, SharePoint, Office, IIS, SQL and System Center to develop and support the infrastructure of the agency.
3. Provide outstanding customer service to an organization of over 500 state employees and 300 county employees.
4. Work closely in a management team environment to coordinate efficient and effective systems to drive and support the mission and operations of the agency.
5. Work closely with senior management of the agency and its divisional leadership, as well as all internal and external stakeholders to accomplish the objectives of the unit.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

The candidate should demonstrate a solid knowledge of project management methodologies, Microsoft products, networking (routers, switches, etc.), cyber security, IIS, mass storage, and desktop support. The candidate should also demonstrate strong leadership and management skills, as well as outstanding project management, communication and customer service abilities. The candidate should demonstrate strong planning and organizational abilities and training in applying PMBOK. The candidate should also demonstrate visionary and critical thinking skills.

**Resumes will be accepted at [HR.Comptroller@cot.tn.gov](mailto:HR.Comptroller@cot.tn.gov) through end of business on July 31, 2013.** Please submit resume with unofficial transcript(s) and contact information for three (3) references.